

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**LEISURE and ARTS ADVISORY BOARD**

**10 June 2014**

**Report of the Director of Street Scene & Leisure and the  
Cabinet Member for Leisure, Youth & Arts**

**Part 1- Public**

**Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken  
by the Cabinet Member)**

**1 LARKFIELD LEISURE CENTRE – CAPITAL PROJECTS**

**Summary**

**The report outlines progress in relation to the refurbishment of the Health Suite and the provision of LED lighting in the sports hall at Larkfield Leisure Centre.**

**1.1 Background**

1.1.1 Members will be aware that there are currently two schemes for Larkfield Leisure Centre funded within List A of the Capital Plan in the current financial year. The schemes are the refurbishment of the existing Health Suite (£240,000) and the installation of LED lights in the sports hall (£40,000).

**1.2 Health Suite Refurbishment**

1.2.1 The original Capital Plan evaluation of the Health Suite refurbishment at **[Annex 1]** reported to Finance, Innovation & Property Advisory Board on 8 January 2014, identified the benefits of the scheme as maintaining Lifestyles membership and income levels, reducing maintenance costs and increasing customer satisfaction.

1.2.2 The Health Suite is currently in a poor condition with deterioration of the walls and floors, primarily due to the aggressive environment. Proposals to refurbish the health suite have been brought forward in liaison with the Tonbridge & Malling Leisure Trust and the Council's Building & Facilities Manager. The proposals involve significant building works to restore the fabric of the facility to a fit condition, including stripping walls and floors back to the structure. Improvements to the ventilation system are also included within the refurbishment scheme and it is felt essential to protect the integrity of the health suite over the longer term.

1.2.3 The above works, together with the like for like replacement of existing features (sauna, steam room, spa baths) have been estimated to cost in the region of £220,000 plus fees and other associated costs (including contingency) of £20,000.

- 1.2.4 Since the initial proposals were developed it has been identified from consultation with the customer panel and representatives from the Leisure Trust, that a better balance of features would be achieved by installing an ice room in place of the existing aromatherapy room.
- 1.2.5 The Building & Facilities Manager is progressing the procurement of the work on a design and build basis. Selection of the successful contractor will be based on the most economically advantageous tender using a price:quality ratio of 30:70 considering the following principal factors:

<b>Criteria</b>	<b>Weighting</b>
<b>Price</b>	30%
<b>Quality</b>	
Design Experience	10%
Proposed Layout and Design	30%
Proposed Features	30%

- 1.2.6 The procurement process is being managed electronically through Dartford Borough Council. Following evaluation of prequalification questionnaires submitted by 17 companies the scheme is currently out to tender to the following seven companies:
- 1) Ash
  - 2) Cosmur
  - 3) Createability
  - 4) Cablesheer
  - 5) ITC Concepts
  - 6) John Graham Construction
  - 7) Coleman & James
- 1.2.7 The closing date for the return of tenders is Friday 13 June 2014 with initial evaluation taking place by Council Officers and representatives from the Leisure Trust.
- 1.2.8 It is currently anticipated that the contract will begin late June with a construction phase anticipated to finish by the end of September, allowing completion in advance of the winter months which are historically a busier time.
- 1.2.9 The Chief Executive of the Trust previously confirmed that the Trust would bear the loss of income associated with the originally predicted construction period of six weeks (circa £2-3,000) over the summer months of 2014. Now that detailed

consideration of the project has indicated a longer contract period he has indicated a wish to review this decision in liaison with Council in the event any significant delay occurs in the build programme.

- 1.2.10 Due to the tight timescale for the project, it will not be possible to report the outcome of the tenders back to Members of this Board. It is, therefore, proposed that authority for the award of the contract be delegated to the Directors of Street Scene & Leisure and Central Services in liaison with the Cabinet Member for Leisure, Youth & Arts and the Chair and Vice Chair of this Board.

### **1.3 LED lighting**

- 1.3.1 A scheme to replace the existing light fittings in the Sports Hall at the Leisure Centre with LED fittings was identified as an “invest to save” scheme that will reduce energy consumption and lower costs. There are currently 120 fluorescent lamps in 60 fittings and the proposal is to reduce this to approximately 38 new LED high bay fittings.
- 1.3.2 The Sports Hall is in use for up to 16 hours per day, seven days a week and is consequently lit for over 5,000 hours per annum. The current lamps have a life expectancy of around 10,000 hours and are, therefore, generally replaced every two years with ad hoc replacements in between. Replacement of individual fittings is an onerous and time consuming task requiring a scaffold tower to be erected. The proposed LED fittings have a life expectancy of 50,000 hours.
- 1.3.3 The result of replacement will therefore be increased energy efficiency and extended life expectancy reducing maintenance costs. It is also planned to amend the wiring of the circuits to allow switching of individual courts and activation by motion sensor, which is not currently possible.
- 1.3.4 The Buildings & Facilities Manager has placed an order with the LASER energy group (a trading arm of Kent County Council) to procure and install the fittings and amend the circuits through a County Council procurement framework, with installation expected to take place in September 2014.
- 1.3.5 The scheme has a budget of £40,000. The Leisure Trust Board has agreed to reduce the annual Service Fee payable by the Council by £1,800 per annum upon completion.

### **1.4 Legal Implications**

- 1.4.1 The procurement of the two projects has been progressed in accordance with the Council's Contract Procedure Rules.

### **1.5 Financial and Value for Money Considerations**

- 1.5.1 As outlined in the report.

## 1.6 Risk Assessment

- 1.6.1 The projects benefit a number of ambitions related to improvement and maintenance of the fabric of the buildings, sustainability, contribution to tackling the effects of climate change and economic efficiency. Failure to do so may result in loss of public perception, increase in expenditure and a failure to reduce carbon emissions.

## 1.7 Equality Impact Assessment

- 1.7.1 See 'Screening for equality impacts' table at end of report.

## 1.8 Policy Considerations

- 1.8.1 Asset Management, Biodiversity & Sustainability, Business Continuity/Resilience.

## 1.9 Recommendation

- 1.9.1 It is **RECOMMENDED TO CABINET** that due to the construction timescale, authority for the award of the Health Suite Refurbishment contract at Larkfield Leisure Centre be delegated to the Directors of Street Scene & Leisure and Central Services with the Cabinet Member for Leisure, Youth & Arts and the Chair and Vice Chair of the Leisure & Arts Advisory Board.

The Chief Leisure Officer confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Stephen Gregg

Nil

Robert Styles  
Director of Street Scene and Leisure

Maria Heslop  
Cabinet Member for Leisure, Youth & Arts

Screening for equality impacts:		
Question	Answer	Explanation of impacts
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	Capital projects with no related equalities issues.

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	No	As above.
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*